



Administrative Policies and Procedures: 29.7

Subject:	Control and Use of Flammable, Toxic and Caustic Materials
Authority:	TCA 37-5-101, 37-5-102, 37-5-106; National Fire and Protection Association (NFPA) 101 Life Safety Code
Standards:	ACA: 3-JTS-3B-05; DCS Practice Model Standard – 8-306; COA: ASE 3.02; 3.03; 6.01
Application:	To All Department of Children's Services Employees Who Order, Receive, Store or Utilize Flammable, Combustible, Toxic and Caustic Materials at DCS Youth Development Centers and DCS Group Homes

Policy Statement:

All flammable, toxic, and caustic materials that are an obvious hazard to youth and staff shall be strictly controlled in accordance with the provisions of this policy and state and federal rules and regulations.

Purpose:

The Department follows the **National Fire and Protection Association (NFPA)** codes and standards to ensure that all flammable, toxic, and caustic materials used by the Youth Development Centers (YDC) and DCS group homes are stored in secure areas that are inaccessible to youth and a prescribed system is used to account for their distribution.

Procedures:

A. Purchasing of hazardous materials

1. The YDC Procurement Officer/DCS Group Home Supervisor must prior to purchase have a review and approval from the Facilities Safety Officer to ensure that the least dangerous product is purchased and used in all facilities. A **Material Safety Data Sheet (MSDS)** must be on file for purchased products or when new products are ordered. An MSDS sheet will be shipped with the product.
2. All employees who are involved with storage, use and/or inventory of hazardous materials must exercise special care when handling.
3. Diluted products with a hazardous rating (0) or (1) for health, flammability and reactivity, using the guidelines from the MSDS do not meet the definition of toxic material. Issuance logs for these substances are not required but all containers must be labeled. MSDS sheets must be maintained on these products and be readily available. An inventory of these products should be maintained in the primary storage area for general control purposes, but is not required at the usable area.
4. When more dangerous materials rating (2, 3 or 4) must be used, a system of inventories, issue logs and controlled storage must be instituted. At

	<p>minimum, the following areas must be addressed:</p> <ol style="list-style-type: none"> Stored materials must be dispensed and inventoried in accordance with written procedures. Storage areas or cabinets and/or storage areas must be kept inventoried and locked along with the MSDS information pertaining to the items which are contained in that area. Flammable materials must be stored in accordance with all appropriate codes and approved by the Fire Safety Officer.
B. Responsibility for storage and inspection	<ol style="list-style-type: none"> The fire safety officer/fire and safety coordinator shall designate and identify areas or receptacles for the storage of hazardous materials. The YDC superintendent/DCS group home supervisor shall designate a supervisor for each approved storage area or receptacle. Each designated supervisor shall be responsible for the control and accountability of all hazardous materials used in their respective storage area or receptacle. The supervisors of storage areas or receptacles using any of the indicated or defined hazardous materials in Section A above, shall comply with this policy and shall, upon request, assist in inspections concerning control of hazardous materials. The fire safety officer/fire and safety coordinator shall inspect monthly, all storage areas and inventories for control of hazardous materials. Any deficiencies noted shall be reported to the YDC superintendent/DCS group home supervisor.
C. Accountability of hazardous materials	<ol style="list-style-type: none"> Each designated supervisor for each storage location shall maintain a perpetual inventory using form CS-0223, Hazardous Material Bin Cards. Bin cards for each substance shall: <ol style="list-style-type: none"> Accurately reflect the most current receipts issued and balance on hand. The date and signature of the staff person performing the transaction. Reflect a reference number that can be used to cross-reference the MSDS. The monthly inventory should be recorded on form CS-0400, Monthly Hazardous Material Inventory with a copy forwarded to the fire safety officer/fire and safety coordinator. Each area using hazardous materials shall maintain a file of MSDS for the products used in that location. They shall be numerically ordered, indexed, and cross-referenced to bin cards. The fire safety officer/fire and safety coordinator shall compile a master file of MSDS for all hazardous materials stored or used throughout the facility. The fire safety officer employed in a youth development center storing hazardous materials in bulk (55 gallons or more of liquids or 500 lbs. or more of solids) shall maintain a facility diagram indicating location of storage points and amount of materials stored.

	6. A copy of this diagram shall be maintained in central control and be made available to emergency response units.
D. Storage of hazardous material	<ol style="list-style-type: none"> 1. Flammable liquids shall be stored in accordance with <i>National Fire Protection Association</i> (NFPA) standards; either in approved metal cabinets, adequately constructed inside storage rooms or outside storage buildings. 2. Poisonous, toxic and caustic materials must be stored inside securely constructed locked containers, inside locked rooms or in secured fenced areas accessible only to employees. 3. Those youth development centers storing flammable liquids in bulk (55 gallons or more) shall comply with NFPA 30 "<i>Flammable and Combustible Liquids Code</i>" and OSHA "<i>Hazard Communications Standard</i> (29 CFR 1910.1200)". 4. For non-hazardous materials or any material without a CAS number, or having a concentration less than 1%, or a material comprised of multiple ingredients of which a component may have a CAS number and not considered hazardous by the facility safety officer/fire safety coordinator, is not required to be kept on a Hazardous Bin Card (CS-0223). However, their accountability shall be recorded on form CS-0400, Monthly Hazardous Material Inventory and the material safety data sheet (MSDS) shall be in the area where the product is kept.
E. Use of hazardous materials	<ol style="list-style-type: none"> 1. Issuance: All hazardous materials shall be issued (i.e., drawn from supply points to containers or dispensed) only under the supervision of an authorized staff member. All issuances and receivables shall be accounted for on form CS-0223, Hazardous Material Bin Card. 2. Amount: Hazardous materials shall be issued only in the amount necessary for the task not to exceed one day's use. 3. Supervision: Authorized staff shall closely supervise youth using hazardous materials. 4. Control: No youth shall be permitted to have as a personal possession any material determined to be flammable, caustic, and/or toxic by its MSDS or by the local or departmental fire safety officer/fire and safety coordinator. 5. Labeling: All containers containing chemicals must have a properly affixed label containing the following minimum information: <ol style="list-style-type: none"> a) For hazardous materials: <ul style="list-style-type: none"> ◆ Product name ◆ Pertinent health information b) For non-hazardous materials <ul style="list-style-type: none"> ◆ Product name 6. Ventilation: Areas where flammable liquids with flashpoints below 100° F are

	<p>used shall be provided ventilation at a rate of not less than one cubic foot per minute per square foot of solid floor area.</p> <p>7. Cleaning:</p> <ul style="list-style-type: none">a) Under no circumstances shall gasoline or carbon tetrachloride be used for cleaning.b) Stoddard solvents, kerosene or other cleaning agents with a flashpoint above 100° F may be used only in conjunction with an approved cleaning agitator not in open containers.c) Oily rags shall be collected and stored in approved flame retardant metal containers with self-closing lids prior to disposal and shall be emptied at the end of the work day.
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Forms:	CS-0223, Hazardous Materials Bin Card CS-0400, Monthly Hazardous Materials Inventory
Collateral documents:	<i>National Fire and Protection Association Codes and Standards</i>